

**WELLESLEY BOARD OF PUBLIC WORKS RECORDS
JANUARY 13, 2015**

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom of the Operations Building, 20 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman Owen H. Dugan and Commissioners David A.T. Donohue and Paul L. Criswell; Director Michael P. Pakstis; Assistant Director David A. Cohen; Water & Sewer Superintendent William J. Shaughnessy, Executive Secretary Debra Surner; and Advisory Subcommittee member Frank Pinto.

APPROVAL OF MINUTES

Upon motion duly made by Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: To approve the Open Session minutes of the meeting of December 9, 2014, as presented.

CITIZEN SPEAK

The Chairman presented those in attendance with the opportunity to speak on matters of interest with respect to the Department of Public Works. No one chose to speak.

ADMINISTRATION

Next BPW Meeting. Following a brief discussion it was decided that the next BPW meeting would be held on Tuesday, February 24, at 5:30 p.m. The meeting for the following month was scheduled for Monday, March 30, at 6:30 p.m., prior to the first session of Annual Town Meeting.

Advisory Liaisons. In response to Chairman Dugan's invitation for Mr. Pinto to raise any matters for discussion related to the Advisory Committee, Mr. Pinto thanked Mr. Dugan and confirmed there were none to be addressed at this time.

Accident Summaries. Mr. Pakstis referred to the summary of personal injury and vehicle incidents, to date; reference was also made to the Safety Spotlight for the month of January with as focus on "Preventing Slips, Trips & Falls."

Statement of Fact Activity Report. The Director referred to the report which included contracts awarded during this fiscal year, to date.

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2015 Annual Town Meeting Warrant Articles. The Director referred to the proposed DPW Warrant Articles which, in addition to the standard articles, included the Water Meter Project Loan Authorization, as well as another for the potential Establishment of a Stormwater Enterprise Fund.

FY 2016 Water & Sewer Enterprise Fund Budgets. The Director referred to Version 3 of the revised FY16 Water and Sewer Operating and Capital Budgets. He reviewed with the Board the reason for the information to be revised. The FY16 water Capital Budget was lowered by \$470,000 because the funds for the Longfellow Satellite Well Project were already appropriated in FY 15. The Sewer Capital Budget was lowered by \$440,000 because the MWRA Sewer Improvement Loan principal payments to be made in FY15 have already been authorized and do not need to be appropriated.

Following a brief discussion and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: To approve the FY16 Water Enterprise Fund Budget as shown on page 12 of the proposed budget and as follows:

Operating Expenses, plus contingencies	\$ 5,664,058
Non Operating Expenses, plus contingencies	548,250
Capital and debt, plus contingencies	5,409,133
Total Water Expenditures	\$11,621,440

Following a brief discussion and upon motion duly made by Mr. Criswell and seconded by Mr. Dugan, it was unanimously,

VOTED: To approve the FY16 Sewer Enterprise Fund Budget as shown on page 49 of the proposed budget and as follows:

Operating Expenses, plus contingencies	\$7,809,976
Non Operating Expenses, plus contingencies	196,350
Capital and debt, plus contingencies	551,196
Total Sewer Expenditures	\$8,557,522

Quarterly Report. The Director reviewed the highlights in the FY15 Second Quarter Report. The Board inquired about specific topics related to activities in the various divisions and programs including maintenance of fire hydrants and the timing of street reconstruction of both Kingsbury Street as well as a portion of Washington Street this coming summer.

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WATER & SEWER DIVISION

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy which highlights the Water & Sewer Division's activities during the month of November 2014. Staff responded to specific questions from the Board related to water demand and water supply.

Sewage Flows. The Director referred to the data prepared by Water & Sewer Superintendent Shaughnessy indicating a decline in flows since 2002.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial statement for the month of November 2014. There was a brief discussion related to the status of the Water Program's capital expenditures.

ADJOURNMENT

The meeting adjourned a 6:45 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Paul L. Criswell', written in a cursive style.

Paul L. Criswell
Secretary

DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
JANUARY 13, 2015
5:30 PM

CITIZEN SPEAK

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of December 9, 2014. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

ADVISORY LIAISONS. Board, Director and Staff to discuss with Advisory Liaisons various budget-related items as well as other topics presented by the liaisons. **BOARD FEEDBACK REQUESTED.**

ACCIDENT SUMMARIES. Director to review summary of personal injury and vehicle incidents to date; reference to be made to Safety Spotlight for the month of January with a focus on "Preventing Slips, Trips & Falls." **NO BOARD ACTION REQUIRED.**

STATEMENT OF FACT ACTIVITY REPORT. No activity updates to report at this time to the list of contracts of value up to \$34,999 awarded to date during the current fiscal year. **NO BOARD ACTION REQUIRED.**

2015 ANNUAL TOWN MEETING WARRANT ARTICLES. Director to refer to proposed DPW Warrant Articles and corresponding Advisory Committee Write-ups. In addition to the standard articles, please note one for Water Meter Project Loan Authorization, as well as another for the Establishment of a Stormwater Enterprise Fund. **NO BOARD ACTION REQUIRED.**

FY 2016 WATER & SEWER ENTERPRISE FUND BUDGETS. Director to review with the Board Version 3 of the proposed funding requests. **BOARD FEEDBACK REQUESTED.**

QUARTERLY REPORT. Director to review highlights in the FY15 Second Quarter Report. **NO BOARD ACTION REQUIRED.**

5. WATER & SEWER DIVISION

MONTHLY PERFORMANCE REPORT. Director to refer to the reports prepared by Water & Sewer Superintendent Shaughnessy for the month of November 2014. **NO BOARD ACTION REQUIRED.**

SEWAGE FLOWS. Director to refer to data prepared by W&S Superintendent Shaughnessy indicating a decline in sewage flows since 2002. **NO BOARD ACTION REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the month of November 2014.
NO BOARD ACTION REQUIRED.

7. FYI

- Mileage Reimbursement Rate - 2015
- Wellesley College Press Release: "Town of Wellesley and Wellesley College Reach Agreement on North 40 Sale"
- Needham ~ Wellesley I-95 Add-a-Lane Public Meeting Notice
- Fourth Quarter Monitoring Results submitted to DEP
- Meeting Notes from Recycling Working Group
- DPW Facilities to host NBM Equipment Show on May 6